**2016-2017 COPH Student Association Meeting Minutes**

**Date:**  June 23, 2016

**Location:** MCPH 2009

**Time:** 10:00am – 11:00am

**Attendees:**

Vice President: Kandy Do

Treasurer: Jessica Semin

Secretary: Shelby Braun

Senator: Tatiana Tchouankam

**Guest Attendees:**

Director of Information Systems: Atul Rayamajhi

1. IT
	1. Can we have our own calendar and update ourselves on the website?
		1. School encourages to use UNMC events calendar events.unmc.edu
			1. Can filter to COPH events calendar
		2. Follow-up with Atul if want a link on the left side of website to direct visitors to a calendar
	2. Questions about SA website go directly to Atul
	3. **ACTION:** Jessica Semin - Add Atul as an admin on the Facebook page (username: COPH IT)
	4. Can put event pictures on the UNMC COPH main page gallery and link it to something
		1. Other pictures can be uploaded to the Flickr account
	5. Whenever we want changes, send them in a Word document
	6. **ACTION:** Shelby send Atul our first document of proposed changes
		1. Change the link on the Current Student page to go directly to the blog, instead of the website
			1. Eliminates one click
		2. Make a Facebook icon on our home blog page
		3. Allow everyone access to update blog
2. Updates
	1. Kandy Do
		1. Action Items tab are on the OneDrive
			1. Kandy will update them
		2. New committee positions will not be permanent in the bylaws
	2. Jessica Semin
		1. $1650 budget for the year
		2. If we want food for events, need to let Kristi know 2 weeks in advance
			1. CC Jessica Tschirren on emails (she needs to approve)
		3. Donations
			1. Let Pam know if donator wants a Thank You for tax exemption
			2. Anything with monetary value must be locked up in Jessica Tschirren’s office
		4. Easels are available for other colleges to rent
	3. Tatiana Tchouankam
		1. Fall Capstone Jam September 16
		2. Spring Capstone Jam February 10
3. Next Meeting: Tuesday July 5 10:00am-12:00pm